

The Central Guide Supplement to LBR 9004-1

Form and Format of Documents to be Filed

This Page Intentionally Left Blank

1.1 **Documents Filed After Case Commencement** **[LBR 9004-1]**

- (a) **Case and Adversary Proceeding Numbers.** A bankruptcy case number consists of a one-digit divisional office code, a two-digit year of filing, a two-character case type, five additional digits, and a two-character judge designation. For example, 2:05-bk-12345-AA is a case filed in the Los Angeles Division in 2005, followed by the two-character case type, the five-digit case number; and it is assigned to Judge Alan Ahart. (Example of an Adversary Case: 2:05-ap-02345-AA.)

Division	One-Digit Code
Los Angeles	2
Riverside	6
Santa Ana	8
Northern	9
San Fernando Valley	1

Judge	Code
Alan M. Ahart	AA
Theodor C. Albert	TA
Martin R. Barash	MB
Neil W. Bason	NB
Sheri Bluebond	BB
Julia W. Brand	WB
Scott C. Clarkson	SC
Mark D. Houle	MH
Thomas B. Donovan	TD
Wayne Johnson	WJ
Victoria S. Kaufman	VK

Judge	Code
Sandra R. Klein	SK
Robert N. Kwan	RK
Geraldine Mund	GM
Ernest M. Robles	ER
Barry Russell	BR
Deborah J. Saltzman	DS
Erithe A. Smith	ES
Maureen A. Tighe	MT
Mark S. Wallace	MW
Scott H. Yun	SY
Vincent P. Zurzolo	VZ

(b) Form and Format of Documents. Unless otherwise expressly provided by the LBRs or section 3.5 of this Court Manual, a paper document filed or lodged with the court and any exhibit hereto must comply with the following form and format requirements:

(1) Legibility. A paper document submitted for filing must be typewritten, legibly printed if prepared by hand, computer generated, or prepared by a photocopying or other duplicating process that will produce clear and permanent copies equally legible to printing, in black or dark blue ink.

(2) Paper.

(A) Size and Quality.

(i) Documents Filed Electronically. Individual pages of documents shall not exceed 8.5 X 11 inches. A CM/ECF User should check the page size prior to attempting to upload the PDF in the CM/ECF system. PDF files with pages exceeding the 8.5 X 11 inch limit must be modified before uploading. See section 3.5(d) of this Court Manual.

(ii) Documents Filed at Intake Window. The original paper document must be submitted on paper that is opaque, unglazed, 8.5 X 11 inches in size, not less than 20 pounds in weight, and capable of producing a good quality image when scanned using the court's equipment and software. Coated, glossy, bond, card stock, onion skin, lightweight or oversized paper can cause paper jams and may not be used.

(B) Numbered Margins.

(i) Required. Numbered margins are required for documents generated by a party, such as a motion, response, reply, declaration, stipulation, adversary complaint, etc. The paper must be numbered on the left margin with not more than 28 lines per page. The lines on each page must be numbered consecutively.

(ii) Not Required. Numbered margins are not required on court-approved forms. They are also not required on exhibits filed in support of a motion, response, reply, declaration, etc.

- (C) Typeface. The typeface must not be smaller than 12 point unless it is in a petition package or other court-approved form. As an example, this is 12-point type. Required typefaces are Arial, Courier, Times New Roman, Helvetica, Geneva or Letter Gothic. Font sizes smaller than 12 point may not be legible after imaging and must not be used. Line 1 must begin at least 1 inch below the top edge of the paper.
- (D) Interlineation. No interlineation is allowed on a document unless the interlineations are noted by the clerk or the judge by marginal initials at the time of the filing.
- (E) Print on One Side Only. All pages of each document (including exhibits) must be printed on only one side of the paper. Two sided exhibits must be copied and filled with text print on one side of each page. Any document larger or smaller than an 8.5 X 11 inch size must be reduced or enlarge to be 8.5 X 11 inch.
- (F) Spacing. Except as provided herein, the typing or printing on documents must be double-spaced, including citations. Footnotes may be single-spaced but the font must not be less than 12 point. Real property descriptions may be single-spaced. Quotations from cited cases or other authorities must be clearly indented not less than 5 spaces or more than 20 spaces and may be single-spaced if the quotation is 50 or more words.
- (G) Page Numbering at Bottom of Pages. All documents must be numbered consecutively at the bottom of each page, including any attached exhibits. A reference to an exhibit in a document must include the consecutive page numbers of the exhibit.
- (H) Identifying and Separating Exhibits and Other Attached Documents.
 - (i) Identification.
 - I. Declarations. It should be clear from the label or tab who is the declarant.
 - II. Exhibits. Exhibits must be placed in sequential order. Whenever feasible, exhibits of plaintiffs or movants must be marked with numbers, and exhibits of defendants or respondent must be marked with letters.

(ii) Separation.

I. Original Document to be Filed.

(aa) Documents Electronically Filed. The version of each declaration, exhibit or other attachment that is filed electronically via CM/ECF must be separated by a separator sheet that contains a label identifying the declaration, exhibit or other attachment.

(bb) Documents Not Electronically Filed. Each declaration, exhibit, or other attachment to an original of a document must be separated by a separator sheet printed on white, letter size (8½ x 11 inches), unglazed, opaque, paper of medium weight. Unless the physical nature of the exhibit makes it impracticable, an exhibit, declaration or other attachment must be securely bound with a binder clip or clamp to the document to which it relates.

II. Judge's Copy. Each declaration, exhibit or other attachment to a Judge's copy must be tabbed and bound to the main document.

(3) Originals, Copies, Telecopies, and E-mails.

(A) Documents Electronically Filed. The original of any document that is filed electronically via CM/ECF, including the original signature of the attorney, party, or declarant, must be maintained by the filing party for 5 years after the conclusion of the case, including any applicable appeal period, subject to being produced upon reasonable notice.

(B) Documents Filed at Intake Window. The original of a paper filed at the clerk's office intake window must be labeled as the original and, except for exhibits, must consist entirely of the original pages, except that a telecopy or email of all or part of a document (or copy of such telecopy or email) may be filed and served instead of the original of a document, provided that the telecopy or email meets the legibility requirement set forth in subsection (b)(1) of this rule.

- (4) Assembly of Documents Not Electronically Filed. Original documents and a Judge's copy must be assembled in compliance with the following guidelines, to allow for scanning by court staff:
- (A) Multi-Paged Originals. When a document is filed at the intake window, original multi-page documents must not be hole punched or bound by staples, prong fasteners or standard metal or plastic paper clips that puncture the paper. Original multi-page documents must be bound at the top left corner with binder clips or clamps. A paper presented for filing must be flat and unfolded to facilitate scanning.
 - (B) Conformed Copies. As a general rule, the clerk's office will conform and return one copy of a document to the filing party. The copies must not be attached to the original documents.
 - (C) Judge's Copy. A Judge's copy of multi-page documents must be fastened with a single staple in the upper left-hand corner or otherwise bound.
 - (D) Binding. Documents must not be "blue-backed" or otherwise bound. A transcript must be unbound and fastened with a binder clip prior to filing.

(c) **Caption and Format of Title Page.**

- (1) **Adversary Proceedings.** A complaint, transcript or other document filed in an adversary proceeding must bear a “double caption” in substantially the following format:

In re ABC,)	Case No. _____
)	
Debtor.)	Chapter _____
_____)	
)	
XYZ Co.,)	Adv. No. _____
Plaintiff,)	
)	
)	COMPLAINT TO DETERMINE
)	NONDISCHARGEABILITY OF DEBT
vs.)	
)	
ABC,)	
Defendant,)	(Hearing date to be set by summons)

- (2) **Small Business Cases.** A document filed in a case that has been designated a small business case under FRBP 1020 must bear a legend stating that the case is subject to FRBP 1020. The legend must appear to the right of the caption immediately below the case number in substantially the following format:

In re ABC,)	Case No. _____
)	
)	Chapter _____
Debtor.)	
)	
)	SMALL BUSINESS CASE UNDER
)	FRBP 1020
_____)	

- (3) **The First Page of a Document to be Filed or Lodged Must Include:**

- (A) **Attorney.** The name, state bar identification number, law firm name, address, telephone number, fax number, and e-mail address, if any, of the attorney presenting the document for filing must be displayed commencing with line 1 at the left margin. If the party is not represented by counsel, the name, address, telephone number, fax number, and e-mail address, if any, of the party presenting the document for filing

must be displayed commencing with line 1 at the left margin. The actual street address must be disclosed in addition to any post office box address. Immediately beneath, the party on whose behalf the document is presented must be identified. This information must be single-spaced.

- (B) Clerk's Space. The space between lines 1 and 7 to the right of the center of the page must be left blank for use by the clerk.
- (C) Title of Court. The title of the court, including the division, must be centered on or below line 8.
- (D) Names of Parties. The names of the parties must be placed below the title of the court and to the left of center and single-spaced. If the parties are too numerous, the names may be continued on the second or successive pages in the same space. In an adversary proceeding, for all documents filed after the complaint or other document that names a new party, only the names of the first-named party on each side need appear; and, if lengthy, those names may be abbreviated.
- (E) Bankruptcy Case Number. The bankruptcy case number must be placed to the right of the center of the page immediately opposite the names of the parties on the first page. Case numbers must be consistent with the following example: 1:05-bk-12345-MT, with the first number being the location of the division in which the case was filed (e.g., San Fernando Valley: 1, Los Angeles: 2, Riverside: 6, Santa Ana: 8, Santa Barbara: 9), the two numbers after the colon representing the last two digits of the year in which the case was filed, a two-character case type (bk for bankruptcy case, ap for adversary case) and the third set of numbers following the first dash representing the 5-digit case number followed by the initials of the bankruptcy judge assigned to the case.
- (F) Chapter Number. The chapter number of the case must appear immediately below the case number.
- (G) Adversary Number. The adversary number, if any, must appear immediately below the case number and chapter number (e.g., 2:05-ap-02345-AA).
- (H) Title. On the first page immediately below the adversary or chapter number or the caption, there must be a concise title of the document (e.g., Notice of Motion for Summary Judgment, Complaint To Determine Dischargeability of Debt). When a document contains multiple pleadings (for example, an answer to a complaint and a counterclaim or cross claim), all pleadings contained in the document must

be listed in the caption. Where possible, the proponent's name should be included in the title of the document (e.g., Creditor ABC's Motion to Dismiss).

- (l) Hearing. The time, date, and place of the hearing on the matter to which the document is addressed must appear immediately below the title or, if appropriate, a statement that no hearing is required or that a hearing will be scheduled by the court. All information required in subsections (c)(5) through (9) of this rule must always appear on the first page of the document.